



Master Contract Agreement
7/1/2026-6/30/2031
West Harrison Education Association
and
West Harrison Board of Education

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ARTICLE 1

DEFINITIONS

1.1 BOARD

The terms "Board" or "employer," as used in this Agreement, shall mean the Board of Education of the West Harrison Community School District or its duly authorized representative(s) or agent(s).

1.2 EMPLOYEE

The term "employee," as used in the Agreement, shall mean all persons the Association represents as members of the bargaining unit as defined and certified by the Public Employment Relations Board.

1.3 ASSOCIATION

The term "Association," as used in the Agreement, shall mean the West Harrison Education Association or its duly authorized representatives or agents.

ARTICLE 2

GRIEVANCE PROCEDURE

2.1 DEFINITION

A grievance shall mean only that there has been an alleged violation, misinterpretation, or misapplication of any specific provisions of this Agreement.

2.2 PROCESS

2.2.1 Rights

Every employee covered by this Agreement and the Association, with the consent of an aggrieved employee, shall have the right to present grievances in accordance with these procedures.

2.2.2 Time Limits

Failure to act on any grievances within the prescribed time limits will act as a bar to any further processing of the grievance. An administrator's failure to give a decision within the time limits shall permit the grievance to proceed to the next step. The time limits, however, may be extended or shortened by mutual agreement.

2.2.3 Instruction Program

It is further agreed that any investigation or other handling or processing of any grievances by the grieving employee shall be conducted so as to result in no interference with or interruption of the instructional program and related work activities of the grieving employee or the teaching staff.

2.3 PROCEDURES

2.3.1 Step 1

An attempt shall be made to mutually resolve any grievance in an informal, verbal discussion between the grievant or grievant and their designee and/or his or her principal. This must be completed within fourteen (14) days of the alleged violation of the contract.

2.3.2 Step 2

If the grievance cannot be mutually resolved informally, the aggrieved employee or employees shall file the grievance in writing with the principal. The written grievance shall state the facts of the actual grievance; shall state the specific clause or clauses of the contract alleged to have been violated, misinterpreted or misapplied; and shall state the remedy or remedies requested. The filing of the formal, written grievance at the second step must be within nineteen (19) days from the date of occurrence of the facts giving rise to the grievance. The principal shall make a

decision on the grievance and communicate it in writing to the employee and the Superintendent within seven (7) days after receipt of the grievance.

2.3.3 Step 3

In the event the grievance has not been satisfactorily resolved at the second step, the grievant shall file, within seven (7) days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) days after such written grievance is filed, the aggrieved, designee and the Superintendent shall meet to resolve the grievance. The Superintendent or his designee shall file an answer within ten (10) days of the third step grievance meeting and shall communicate it in writing to the employee and the principal.

2.3.4 Step 4

If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of impartial, binding arbitration. The Association may submit in writing a request on behalf of the Association and the grieving employee to the Superintendent within fourteen (14) days from the receipt of the Step 3 answer to enter into such arbitration. The Public Employment Relations Board will be requested to provide a panel of seven (7) arbitrators. By lot, each of the two parties will alternatively strike one name at a time from the panel until only one shall remain. The remaining name shall be the arbitrator. The decision of the arbitrator will be binding on the parties. Expenses for the arbitrator's services shall be borne equally by the school district and the Association. The arbitrator, in his decision, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the School District and the Association, and his decision must be based solely and only upon his interpretation of the meaning and application of the express language of the Agreement.

ARTICLE 3

HOURS

3.1 *NORMAL SCHOOL WORKDAY*

The normal in-school workday shall be 07:45 a.m. to 03:45 p.m., except Fridays or before holidays, when employees shall ordinarily be permitted to leave after the last bus departs. The Board shall have the right to vary these hours in unusual circumstances. The Board will attempt to provide a lunch period of twenty-five (25) minutes for all employees and forty-five (45) minutes of preparation time a day for each employee teaching 300 minutes per day during the eight (8) periods.

3.2 *INCLEMENT WEATHER*

Employees shall ordinarily not be required to report more than one-half hour before or remain after student attendance is required on occasions of amended student attendance hours

because of inclement weather. Employees shall not be required to report to work when student attendance is canceled because of inclement weather.

3.3 PARENT-TEACHER CONFERENCES

Attempts will be made to hold parent-teacher conferences during the normal workday hours. If employees are scheduled to hold parent-teacher conferences beyond the normal workday, the employee's workday will be reduced proportionately to the number of hours scheduled beyond said workday. This paragraph does not apply to specially arranged conferences with individual parents. Teachers with children in the District shall be given an opportunity to have a conference with their children's teachers.

3.4 MEETINGS BEYOND THE NORMAL WORKDAY

The employer will attempt to schedule all committee meetings during the normal workday. When it is necessary to schedule meetings beyond the workday, such workdays will not begin any earlier than 7:15 a.m. nor end any later than 4:45 p.m. This paragraph does not apply to committees that are comprised of employees and non-School District employees.

3.5 EXTRA DUTIES

Three extracurricular duties will be assigned outside the normal workday without additional compensation. If additional duties are performed beyond three, the employer shall pay the sum of \$20 for each duty. An employee who is unable to work assigned duties will find someone to switch duties with him/her. If a replacement is not found, the employee will pay \$20 to cover the cost of hiring the substitute.

Any employee who supervises before and during vocal/band concerts outside of the normal work day, at which the administration determines supervisors are needed, will be recognized as performing an extracurricular duty.

ARTICLE 4

LEAVES

4.1 SICK LEAVE

Sick leave will be granted in accordance with state law. Fifteen days of sick leave will be allowed each year, beginning with the first year of employment. Sick leave may accumulate to one hundred twenty (120) days. Each employee may use up to five (5) days of sick leave per year for family illness. Each employee will define his or her own "family."

Additional use of sick days to care for family members may be granted at the superintendent's discretion. This exception is only for extreme situations and is not intended for normal illnesses. Such exceptions shall not be subject to grievance language in this contract or viewed as creating a precedent.

4.2 SICK LEAVE BANK

Individual teachers may contribute two days of sick leave per year to the sick leave bank. Those with less than 20 accumulated sick leave days may contribute one day. Contributions to the sick leave bank must be made before September 30th.

Donated sick leave days will not be returned to the donor if unused, and there will be no carryover of sick leave bank days from year to year.

Donated sick leave days will be available to teachers who have:

1. Donated days to the bank for the year in which they are requested.
2. Used all of their paid leave days, including personal days.
3. Not yet met the elimination period for long-term disability insurance.

Requests to utilize donated sick leave days will be submitted to the Board Secretary on a form supplied by the district. The decision on whether to provide donated sick leave benefits to an employee shall be made by a group composed of the Association President, an Association Officer, and the Superintendent. The Superintendent will review the request to ensure correct procedures are followed. Each eligible employee requesting to access days in the sick leave bank will be eligible for a maximum of 10 days.

The Sick Leave Bank portion of the Master Contract is not subject to the grievance process.

4.3 PERSONAL LEAVE

At the beginning of each school year, each employee shall be granted two (2) days of leave without loss of pay to be used by the individual employee. Reasonable advance notice shall be provided to the principal before the use of personal leave. Ordinarily, such notice shall be given at least two (2) days in advance of the use of the leave. Personal leave may be accumulated to a maximum of seven (7) days and may be used by the employee at his or her discretion. Personal leave may be used with the following conditions:

- a. No personal leave day will be allowed on the workday immediately preceding or immediately following any holiday, school recess, during the first or last week of school, or on non-contact days such as employees' workshop, in-service, or parent-employee conferences.
- b. Leaves may not be granted if adequate substitute employees are not available during the time leave is requested.
- c. Leave may be granted by the Superintendent in unusual circumstances. The decision on this will be non-grievable.

4.4 DEATH LEAVE

A leave of not more than five (5) days with pay will be granted in the case of the death of the immediate family of the employee (per occurrence). The immediate family is limited to the parent, child, wife, husband, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, or any member of the immediate household of the employee. A leave of not more than one (1) day with pay will be granted in the case of the death of the employee's

grandparent or the grandparent of an employee's spouse. An employee shall be granted up to one (1) day per year to attend the funeral of another person not defined above.

4.5 JURY DUTY

Employees called for jury duty shall receive their regular salary minus their jury duty compensation for schoolwork days missed. Any employee not required to perform jury duty all day shall work that part of the day not required for jury duty.

4.6 MILITARY LEAVE

Employees who are members of the Armed Forces or the Armed Forces Reserve, or the National Guard, shall receive such military leave as required by state or federal law.

4.7 FAMILY MEDICAL LEAVE ACT

Employees will be covered by the federal "Family Medical Leave Act," which includes maternity, paternity, and adoption leave.

4.8 PROFESSIONAL LEAVE

The employer will attempt to provide an opportunity for all employees to have access to professional leave for the purpose of improving their skills as employees. The employer will establish a process for application for such leave and will make said process known to all employees not later than thirty (30) days after the start of the school year.

4.9 ASSOCIATION LEAVE

Four (4) days of leave shall be available to the association to attend the ISEA delegate assembly or other association business. Such leave will be with full pay. If a substitute is hired to take the place of the absent employee, the Association will reimburse the school district for the cost of the substitute. The Superintendent will be given five (5) days' notice of the use of such leave.

ARTICLE 5

HOLIDAYS and RECESSES

5.1 HOLIDAYS

The Board shall provide the following holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day. These five (5) days shall constitute five (5) of the one-hundred ninety (190) day contract days for the 2026-2027, 2027-2028, 2028-2029, 2029-2030, and 2030-2031 Master Agreement.

5.2 RECESSES

The following unpaid recess periods shall be provided.

5.2.1 Thanksgiving Day

One (1) day in addition to the holiday.

5.2.2 Winter Break

A minimum of five (5) school days in addition to the two (2) holidays.

5.2.3 Spring Break

Two weekdays, with one of these days subject to being used as a makeup day for previous cancellations due to weather.

5.3 DEFINITION

For purposes of this article, a weekday shall be defined as any day except Saturday or Sunday.

ARTICLE 6

SENIORITY

6.1 SENIORITY DETERMINATION

Seniority shall be district-wide and shall be computed from the date the employee signed his/her individual contract. If two (2) or more employees have the same seniority date, the relative order of seniority, for purposes of this Agreement, shall be determined by the employee with the lowest last four (4) digits of their social security number being considered to have greater full-time continuous years of service.

Employees less than full-time, but half-time or more, accrue seniority on a pro-rata basis.

6.2 SENIORITY LIST

No later than September 30 of each school year, the employer shall post in all school buildings and deliver to the Association a list showing the seniority of each employee employed by the West Harrison School District. Employee, in this instance, shall mean all persons identified as being a part of the bargaining unit.

ARTICLE 7

MISCELLANEOUS

7.1 *TEACHER SALARY SUPPLEMENT*

Teacher compensation mandated under Iowa compensation legislation shall be administered according to the Legislation. If the Iowa Legislature incorporates teacher compensation funds (as of April 2010 known as Teacher Salary Supplement {TSS}) into other funds or renames them, it is understood that the distribution of this money shall continue as negotiated.

Teacher Salary Supplement funds shall be distributed in the following priority:

1. The District will first use these monies to bring professional employees up to state minimum salary levels.
2. The District will apply any additional funds to TSS for all teaching staff through the TSS index.

Calculations will be based on eligible employees employed by the District at the conclusion of the September Board of Directors' meeting. The calculated amounts will remain constant throughout the year. Should the District hire additional eligible employees after the calculation date, the District will fund the new employee's share of teacher compensation salary for the remainder of the year. If an eligible employee's position is vacated during the year, that employee's teacher compensation salary will be held and added to the teacher compensation funds for distribution the following year.

Eligible employees on unpaid leave shall not receive teacher compensation payments for the period of the unpaid leave.

Teacher compensation funds shall not be used to pay salaries for extracurricular duties, even if the employee receives eligible salary payments for other District professional duties.

7.2 *TEACHER QUALITY COMMITTEE*

For committee work performed during the normal work day, substitutes may be provided as necessary and paid for by said funds with committee approval.

For committee work performed beyond the normal workday, Association committee members serving on the committee will be compensated at the supplemental hourly pay for professional staff. The supplemental hourly pay for employees is \$25.00.

7.3 *ASSIGNMENT OF EMPLOYEES*

Each employee shall be given a written notice of his/her tentative class and/or subject assignments and tentative room assignments for the forthcoming year, no later than June 1 or as soon as practicable. Such notification is not an absolute guarantee of assignment. Adjustments may be made based upon the needs of the District in the event of an emergency, a late resignation, or the District's inability to fill a particular teaching position.

7.4 *MULTI-DISTRICT ASSIGNMENTS*

An employee with a multi-District assignment is an employee of the District in which he/she has signed his/her individual teaching contract and is also a member of that bargaining unit entitled to all benefits under the collective bargaining agreement of that District. Specifically, wages, fringe benefits, and other terms and conditions of employment will be determined by the

Master Contract in effect between the Association and the employing District.

Employees with multi-District assignments who the Administration requests to provide their own transportation in the performance of their duties will be paid at the rate allowed by the staff handbook.

ARTICLE 8

WAGES AND SALARIES

8.1 Base Wages and Salary

	BA	BA+15	BA+30	MA	MA+15	MA+30
Salary	35,500	36,920	38,340	41,180	42,600	44,020

The Supplemental Pay Schedule, Schedule B, is attached hereto and made a part hereof as Supplemental Pay Schedule to this contract. The Supplemental Pay Schedule base for 2026-27 is \$34,300. Two employees who currently coach Speech and JR. Wrestling has a grandfathered status dating to the 2010-2011 contract. The grandfathered status only applies to these specific individuals coaching these specific activities.

Horizontal lane changes will be a percentage of the BA Step 1 amount. The BA+15 lane will be 104% of the BA Step 1 amount. The BA+30 lane will be 108% of the BA Step 1 amount. The MA lane will be 116% of the BA Step 1 amount. The MA+15 lane will be 120% of the BA Step 1 amount. The MA+30 lane will be 124% of the BA Step 1 amount.

8.1.1 NURSE

The Nurse is part of the bargaining unit.

8.1.2 COVERING CLASSES FOR ANOTHER EMPLOYEE

Bargaining unit employees covered under this Agreement may agree to substitute for another employee, provided such substitute work is during the employee/s normal break time and such substitution was per administrative request. This provision is not intended to apply when an employee whose regularly-assigned students are not present in the classroom (for example, because of field trips, extracurricular or special events, etc.), when assigned to substitute during periods that the teacher would have students in class. The employee substituting will be compensated at the rate of \$20 per class. The pay for this duty shall be in addition to the regular salary covered in this Agreement.

If an employee whose class is covered by another employee is absent due to non-school-related

activities, he or she may be assessed a minimum of one quarter (1/4) day from sick or personal leave.

8.2 Initial Wages, Salary, and Experience

8.2.1 Initial Wages and Salary

The Board shall have the discretion to determine the initial salary of an employee without regard to the individual's actual years of experience. However, no new employee will be hired at a salary higher than a current employee who holds the appropriate endorsement and is willing to fill the position.

8.2.2 Teaching Experience.

Any employee hired before October 15th of any school year shall be given full credit for one year of service.

8.3. HORIZONTAL ADVANCEMENT

College or university work must be taken in residence classes or, if taken off campus, the course must meet all of the school's requirements toward graduate study or meet the requirements of the particular department toward graduation. Employees will be allowed credit for additional hours earned from television or correspondence courses only if the credits earned through television or correspondence courses are placed on the official transcript of the institution sponsoring the course and constitute valid graduate courses counting toward the requirements of the particular department for graduation.

Employees will be allowed a maximum of eight (8) credits for certification credit towards the BA+15 lane, provided that credit can be received as a graduate credit from an accredited university or college.

- (1) The course must be pre-approved by the Superintendent;
- (2) Must be in the employee's field for any hours after BA+15;
- (3) Credit/Classes paid for by the district are not eligible for use in lane change advancement.

Credits apply to the BA+15 and BA+30 and must be taken after the BA degree was granted. For credit on the salary schedule for a BA+30 or for the MA lane, hours beyond the BA+15 and MA degree must be in the employee's teaching field, in courses in teaching methods, or in other courses approved in advance by the Superintendent on the form "REQUEST FOR COURSE APPROVAL." An employee will be allowed credit for an MA degree in educational administration. All courses, in order to count for advancement, must be approved in advance by the Superintendent.

College credits earned in late spring or summer school will count if written notice of intent to change educational lanes, with the number of hours of credit expected, is filed with the Superintendent or Board Secretary by April 22. Employees will file educational lane change requests on the form "REQUEST TO CHANGE EDUCATIONAL LANES." Evidence of satisfactory

completion of intended credit, official college transcript, must be filed with the Superintendent or the Board Secretary at least three (3) days prior to the regular September Board of Directors' meeting.

8.4 PAYCHECK ISSUED

Paychecks will be issued on the 20th of the month. If the 20th of the month falls on a weekend or legal holiday, the paychecks will be issued on the last business day preceding the holiday or weekend.

8.5 EXTENDED CONTRACTS

An employee whose regular teaching contract provides for professional services on days beyond the regular school year shall be compensated at the per diem rate of his/her base salary for each day in addition to those in the regular school year. This does not apply to additional days identified in Teacher Leadership and Compensation contracts.

8.6 ANNUITIES

Pursuant to the provisions of Iowa law, it is the policy of the Board to honor the written request of an employee of the District when such request is properly executed by the employee and filed with the Board Secretary to purchase an individual contract for that employee. The Board Secretary is authorized to administer such contracts in accordance with the law and the terms of the contracts.

8.7 NEW EMPLOYEES

Employees new to the District may, at their option, elect to receive up to half (1/2) of their first month's pay after the completion of the first ten (10) work days. Such a request shall be given to the Board Secretary by the employee at the beginning of the school year (i.e., new teacher orientation). The balance of the first salary installment shall be paid on the regular pay period.

ARTICLE 9

COMPLIANCE AND DURATION

9.1 SEPARABILITY AND ENTIRE AGREEMENT

If any of the provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and continuing except to the extent permitted by law, and the District and the Association shall enter into negotiations within a reasonable period of time to replace said provision. All other provisions or applications shall continue in full force and effect.

This Agreement represents the entire Agreement between the parties and supersedes any previous Agreement, written or verbal.

9.2 DISTRIBUTION AGREEMENT

The Board Secretary shall distribute an electronic copy of this Agreement to all bargaining unit members.

9.3 DURATION PERIOD

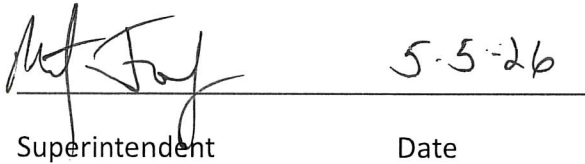
This Agreement shall be in effect from July 1, 2026, through June 30, 2031. For the duration of this contract, the only provision of the Agreement that will be open for negotiation will be 8.1 Wages and Salaries and base wages for Appendix B, Extra Curricular Pay.

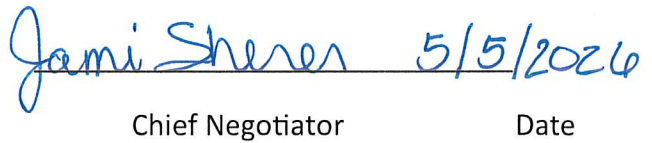
9.4 DURATION PERIOD

In Witness Whereof, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Chief Negotiators, and their signatures.


Board President _____ Date _____


Association President _____ Date _____


Superintendent _____ Date 5-5-26


Chief Negotiator _____ Date 5/5/2026

APPENDIX A - GRIEVANCE FORM

Distribution of Form # _____

1. Association _____
2. Employee Step 1: Date Filed _____
3. Employer Step 2: _____
Step 2: Date Filed _____

Grievant(s)

STEP 2

Date Violation Occurred _____

Section(s) of Contract Violated _____

Statement of Grievance _____

Relief Sought _____

Signature Date

Disposition by Principal of Immediate Supervisor _____

Signature of Principal Date
or Immediate Supervisor

STEP 3

A. _____
Signature of Grievant Date Filed

B. Disposition by Superintendent of Designee _____

C. _____
Signature of Director of Instructional Services Date

STEP 4

A. _____
Signature of Association Representative

B. _____
Date Submitted to Arbitration

APPENDIX B

Extracurricular Pay Schedule for FY 2026 – 2031

Base - \$35,500.00

	Step	Group I	Group II	Group III	Group IV	Group V	Group VI
		13.1%%	11.50%	9.20%	7.40%	5.90%	4.50%
1-2 years	1	\$ 4,650.50	\$ 4,082.50	\$ 3,266.00	\$ 2,627.00	\$ 2,094.50	\$ 1,597.50
3-4 years	2	\$ 4,780.50	\$ 4,197.50	\$ 3,366.00	\$ 2,712.00	\$ 2,164.50	\$ 1,652.50
5 years +	3	\$ 4,910.50	\$ 4,312.50	\$ 3,466.00	\$ 2,797.00	\$ 2,234.50	\$ 1,707.50

Driver

GROUP I 13.1%		
★ Head Coach, High School:		
• Basketball • Baseball, Summer • Cheerleading, 9-12 • Cross Country, Boys and Girls (Combination)	• Football • Softball, Summer • Strength Coach, School Year • Track, Boys' • Track, Girls'	• Volleyball • Wrestling ★ Music
GROUP II 11.5%		
★ History Day Sponsor	★ Strength Coach, Summer	★ Jr. Class Prom/Concessions Sponsor
GROUP III 9.2%		
★ Assistant Coach, High School: • Basketball • Baseball, Summer • Football	• Softball, Summer • Track, Boys' • Track, Girls'	• Volleyball • Wrestling
GROUP IV 7.4%		
★ Head Coach, Junior High: • Cheerleading, 7-8 • Basketball • Football ★ Play Director per Play	★ FFA Advisor • Track, Boys' • Track, Girls' ★ Speech	Teammates Coordinator • Volleyball • Wrestling ★ Yearbook Advisor
GROUP V 5.9%		
★ Assistant Coach, Junior High: • Basketball • Football ★ BPA Advisor	• Track, Boys' • Track, Girls' ★ FCCLA Advisor	• Volleyball • Wrestling
GROUP VI 4.5%		
★ Major Fund Raising Sponsor ★ National Honor Society ★ Lego League Advisor	★ Senior Class Sponsor ★ High School Student Council Sponsor	★ Set Director/Plays ★ Middle School Student Council Sponsor

Education \$195 per Student

APPENDIX C - New Professionals Mentoring Program

C.1 Definitions:

C.1.1 New Professional Mentoring Program

West Harrison Community School District's program of support and assistance for New Professionals.

C.1.2 New Professional

Any licensed individual in his/her first or second year of teaching. All New Professionals must participate in the New Professional Mentoring Program.

C.1.3 Instructional Mentor

An employee who has been trained and assigned to provide assistance to a New Professional.

C.2 Wages

C.2.1 Instructional Mentor

An Instructional Mentor shall mentor no more than one New Professional each semester.

Training and required District mentoring meetings outside the regular workday and/or contract year shall be paid at the employee's per diem rate.

C.2.2 New Professionals

Training and required District mentoring meetings outside the regular workday and/or contract year shall be paid at the employee's per diem rate.

C.3 Professional Leave

Each Instructional Mentor and each New Professional shall be provided at least two (2) days each quarter of paid professional leave. Such leave may be used in two-hour blocks for the purpose of completing induction activities including, but not limited, to such activities as observing other employees, conferencing, and individual professional skill development.

C.4 Process for dissolving mentoring partnerships

If a mentor/new professional team experiences difficulty or the professional relationship is not working, either the Mentor or the New Professional may request that a new

mentor be assigned. The request shall be granted and a new mentor be assigned within ten (10) days.

**APPENDIX D -
Request for Course Approval**

DATE: _____

I request that the following course(s) be approved for possible advancement on the salary schedule. This applies to Article 8.3 of the Master Contract.

	Credit Hours
Course 1. _____	_____
Course 2. _____	_____
Course 3. _____	_____

Signature of Employee: _____

_____	☐ Approved ☐ Not Approved	_____
Date		Principal's Signature

_____	☐ Approved ☐ Not Approved	_____
Date		Superintendent's Signature

APPENDIX E - Request to Change Educational Lanes

DUE APRIL 23

(Circle one)

A. My plans are to earn sufficient hours of additional college credit during this summer which would qualify according to West Harrison policies toward advancement on the salary schedule.

OR

B. I have earned sufficient hours of graduate credit toward advancement on the salary schedule.

I request that the official transcripts, which I have requested to be sent to the Board Secretary to be reviewed by the Superintendent for compliance with the Master Contract, and that, my location on the salary schedule be changed from:

(Circle present contract column)

BA	BA+15	BA+30	MA	MA+15
----	-------	-------	----	-------

(Circle change requested to)

BA	BA+15	BA+30	MA	MA+15	MA+30
----	-------	-------	----	-------	-------

Advancement on the salary schedule for additional experience is at the rate of one year per year.

Changes in contract salaries will be made only after official transcripts supporting the change have been filed with the Superintendent or Board Secretary at least three days prior to the regular September Board of Education meeting.

Employee's Signature: _____ Date: _____

Received by Board Secretary: _____ Date: _____

Reviewed and Approved:

Superintendent's Signature: _____ Date: _____

APPENDIX F - Letter of Understanding for the Teacher Leadership and Compensation (TLC) Program

This letter of understanding will expire at the end of the 2025-2030 school year unless an agreement to renew is reached. For the purposes of implementing the Teacher Leadership and Compensation program, the following articles will be impacted: Article IV – Evaluation; Article VIII – Reduction in Force; Article VII – Reduction in Force; Article IX – Transfer; and Article XIII – Wages and Salary.

Article 4 – Evaluation: All (TLC) teacher leadership positions will be filled by certified teachers. Each teacher will be evaluated at least once per year as per the teacher evaluation process. Multiple sources of data will be used to complete the evaluation including information gained through peer review.

Article 8 – Staff Reduction:

1. If the circumstances arise in which staff reductions occur through the loss of the TLC funding, and/or after a teacher's year of service in a TLC position, if the circumstance arises in which the Instructional Coach chooses not to continue in the leadership position or the administration does not renew the Instructional Coach contract the Instructional Coach will have an opportunity to return to his/her previous teaching assignment and the district will follow the current staff reduction procedures in the Master Contract Agreement. If it is the Instructional Coach's decision to return to teaching, they must notify the Superintendent in writing by March 15 of the current year. They will have the opportunity to return to his/her previous position and continue to accrue seniority and follow the current staff reduction procedures.
2. Lead Teachers and Mentor teachers will remain in their teaching positions and will continue with their seniority without interruption.

Article 9 – Transfer: In situations where hiring occurs in support of the TLC (Instructional Coach, Lead Teachers, and Mentor Teachers), the following considerations will occur:

1. The interviewing and hiring process for each position will be guided by the criteria outlined in the TLC application and implementation material.
2. In each hiring situation, no involuntary transfers will be considered for these positions.

Article 13 – Wages and Salary:

1. All teachers selected for a TLC teacher leadership position will be issued an added duty contract that defines the added duties, the added days, and the amount of compensation as listed in the TLC application and implementation materials.